



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
VICTORY SUPPORT BATTALION
FORT JACKSON, SOUTH CAROLINA 29207


ATZJ-VSB-SD

27 October 2006

MEMORANDUM FOR RECORD

SUBJECT: Policy #1 Commander's Open Door Policy

1. The morale, welfare, and discipline of a unit are the responsibility of the First Sergeant and Commander.
2. It is the duty of this chain of command to resolve the difficulties and/or problems, both personal and professional, of every individual soldier and civilian in the unit.
3. I encourage subordinate leaders to solve issues and problems at the lowest level.
4. **When your chain of command and the First Sergeant cannot resolve your problem or you cannot discuss it with them, first, inform your chain of command that you would like to see the Commander, and then address the problem with me.**
5. The point of contact for this memorandum is the undersigned at 803-751-5305.


GINA M. FERGUSON
CPT, SC
Commanding



REPLY TO
ATTENTION OF

UNITED STATES ARMY STUDENT DETACHMENT
VICTORY SUPPORT BATTALION
3330 MACGRUDER AVENUE
FORT JACKSON, SC 29207

ATZJ-VSB-SD

26 OCT 06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: **Policy Letter #2** - Equal Opportunity (EO)

1. References:

- a. AR. 690-12, Equal Employment Opportunity and Affirmative Action
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints
- c. AR 600-2.0, Army Command Policy

2. The idea of human equality is fundamental to the existence of our democracy. The Army thrives on the diversity of its people.


3. USASD is fully committed to supporting the EO program and its goals. Every Soldier and civilian employee will be treated fairly, with dignity and respect. Within the EO arena, it is the responsibility of leaders and subordinates to promote equality and to eliminate preferential treatment. To achieve a work force representative of this nation's diversity, leaders must ensure that equality and treatment are appropriate, fair, and based upon merit.

4. This policy is simple; no one will be subjected to discrimination, unfair treatment, or harassment of any nature. As the Commander, I insist on nothing less than equitable treatment based solely on merit, fitness, and capability without regard to race, color, religion, sex, gender, ethnicity or national origin. Corrective action will be taken in the case of any violation of this policy.

5. EO serves as the cornerstone of military management programs. The concept of EO is inherent too good personnel management practices and must be an integral part of day-to-day Soldier/employee relations. This responsibility is extended to every leader, manager, supervisor, military and civilian employee throughout the USASD student population and within all permanent party. Individuals in this command that feel they have been discriminated against may bring it to the attention of their chain of command, the Equal Opportunity Staff, the 1SG or myself.

SUBJECT: Policy Letter # - Equal Opportunity (EO)

6. Maintaining an atmosphere of trust and equality opportunity are essential components to the teamwork necessary to accomplish USASD's worldwide mission. USASD permanent party are required to attend annual EO training.


GINA M. FERGUSON
CPT, SC
Commanding



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ATZJ-VSB-SD

15 February 2007

MEMORANDUM FOR RECORD

SUBJECT: Policy # 3 – Leaves

1. Leave requests in excess of 30 days, must be received by USASD at least 30 days prior to start dates; less than 30 days, 10 days prior. We will act on your request immediately, and they will be processed and sent back promptly either by fax or e-mail attachment. Do try and be reasonable, if you need 30+ days of leave in conjunction with Permissive TDY or a similar request that requires approval higher than the Company Commander, please understand we cannot turn that around nearly as quickly. The proper procedures are as follows:


- a. Submit a signed DA 31 to the company administrative clerk via mail, fax or email.
- b. Soldiers must provide an accurate leave address and phone number.
- c. Leave starts the day you designated on the leave form and ends on the end date designated on the leave form unless otherwise notified.
- d. No notification for departure or return is required unless the dates are other than what is indicated on the leave form.

2. Emergency leave: In the event that emergency leave is required, please contact USASD immediately. Emergency leave requests will always be approved but please make contact with the USASD first. In the event that a Soldier cannot contact USASD, the SLO can create a DA 31 for submission to USASD. If OCONUS, we will require the Red Cross message so that we can justify funding for your airline ticket. CONUS Emergency Leave is at your expense and we do not require any additional documentation.

3. Soldiers assigned to USASD are on an honor system for leave and are expected to submit a DA 31 for leave during any period that the Soldier expects to travel outside of their duty location. For all travel outside of a 500-mile radius from assigned duty location and in accordance with AR 600-8-10, a mileage pass should be submitted to USASD NLT ten days prior to departure.

4. Any time that a student is away from their assigned duty location, they must be under a pass, leave, TDY or PTDY status. If there is ever a question about the appropriate status, the Soldier should call the detachment for clarification.

5. The point of contact for this memorandum is the undersigned at 803-751-5305.


GINA M. FERGUSON
CPT, SC
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ATZJ-VSB-SD

15 February 2007

MEMORANDUM FOR RECORD

SUBJECT: Policy # 4 - Passes

1. It is the intent of this command to ensure all Soldiers receive equal time off from their daily duties without having to use accrued leave.
2. Passes are granted for either three (3) or four (4) days in conjunction with a weekend.
3. Permanent party USASD Soldiers assigned to Fort Jackson:
 - a. Mileage passes must be approved by the chain of command when traveling outside 250 miles of Fort Jackson.
 - b. All passes will be coordinated through the chain of command and must be approved ten days prior to the departure date.
 - c. Passes that are awarded to personnel for any type of achievement must be used within 30 days of receiving the pass.
 - d. Company Leadership may pull passes at any time if mission or adverse action dictates.
4. **USASD Students.** Anytime a student is planning to travel 500 miles outside their assigned duty location, they are required to submit a mileage pass, ordinary pass, leave, TDY or PTDY status. If there is a question about the appropriate status, the Soldier should call the detachment for clarification.
5. The point of contact for this memorandum is the undersigned at 803-751-5305.


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27 October 2006

MEMORANDUM FOR RECORD

SUBJECT: Policy # 5 - Permissive Temporary Duty

1. The Battalion Commander reserves the authority to grant up to 10 days of Permissive Temporary Duty according to AR 600-8-10.
2. The Brigade Commander is the approval authority for PTDY in excess of 10 days.
3. Permissive Temporary Duty is the appropriate action for any student in USASD to handle unique situations that require them to be away from their assigned duty location. A few examples that fall into this category are as follows:
 - a. Degree study programs off campus
 - b. Training with Industry programs that require officers to travel for business
 - c. Chaplain's requiring time for denominational endorsement
4. Any time that a student is away from their assigned duty location, they must be under a pass, leave, TDY or PTDY status. If there is ever a question about the appropriate status, the soldier should call the detachment for clarification.
5. The point of contact for this memorandum is the undersigned at 803-751-5305.


GINA M. FERGUSON
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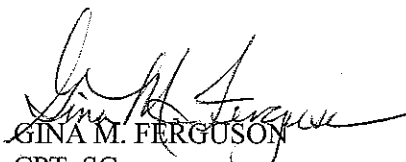
ATZJ-VSB-SD

27 October 2006

MEMORANDUM FOR RECORD

SUBJECT: Policy # 6 - Accountability Requirement

1. The intent of the US Army Student Detachment accountability program is to ensure that all students are accounted for and not in violation of UCMJ Article 86, Absence Without Leave (AWOL), and that all students are following their program guidelines as stated in AR 621-1, Advanced Civil Schooling.
2. The status of all personnel assigned to the Student Detachment will be reported bi-annually during the USASD Personnel Asset Inventory (PAI) and Army Physical Fitness Test (APFT). Approximately one month prior to the PAI/APFT cut-off date, you will receive an email message detailing the reporting deadlines and PAI requirements. Per AR 600-8-6, failure to participate and/or respond to either bi-annual event will result in a pay suspension and possibly corrective action through administrative or UCMJ measures.
3. The Senior Liaison Officer or Senior Advisor (SLO/SA) for each school is responsible for reporting the status of all students assigned to the Student Detachment. If a student is located in a region without a SLO/SA, then that individual is responsible for reporting their own status to the Student Detachment. The status must be e-mailed, mailed, or faxed to the Student Detachment. Phone calls for accountability will not be accepted. Specific details relating to PAI/APFT reporting requirements will be stated in the email tasking.
6. In the event a student requires an academic extension, they are required to report this information to the USASD immediately. For a proper extension, a student's branch must provide a hard copy approval to the USASD Commander and/or First Sergeant via email or fax. Failure to properly update your academic status can result in a suspension of pay or corrective action through administrative and/or UCMJ.
7. By accepting participation in the Advanced Civil Schooling program, unless otherwise documented in writing by a branch manager, full-time academic coursework must continue from your start date through the time allotted on your orders. Students are not authorized to drop below a full-time status at their own will, but rather engage each consecutive semester with a full-time schedule. Failure to comply with these guidelines and individual responsibilities as outlined in AR 621-1 will result in corrective action through administrative and/or UCMJ.
8. The point of contact for this memorandum is the undersigned at 803-751-5305.


GINA M. FERGUSON
CPT, SC
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27 October 2006

MEMORANDUM FOR RECORD

SUBJECT: Policy # 7 - **Awards**

1. It is the intent of this command that Soldiers be awarded for meritorious service or achievement. The following guidelines will be used to recognize outstanding performance:

- a. Recommendations for awards must be based on specific achievements.
- b. Awards are a privilege, not a right.
- c. The conduct of the soldier both on and off duty must be considered with job performance.
- d. Awards for meritorious service (end of tour awards) will be based on the Soldiers' level of responsibility and manner of performance, not on rank.


2. Awards must be submitted to the company IAW the following schedule:

a. Letters of Appreciation or Commendation	7 days
b. Certificate of Achievement	7 days
c. Army Achievement Medal	30 days
d. Army Commendation Medal	60 days
e. Meritorious Service Medal	90 days

3. Any event used to justify an achievement award may not be used as a bullet on a service/end of tour award. End of tour awards will be done IAW Battalion S-1 guidelines.

4. All awards will be submitted through company admin clerk. Awards will be submitted on a disk.

5. The point of contact for this memorandum is the undersigned at 803-751-5305.


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CPT, SC
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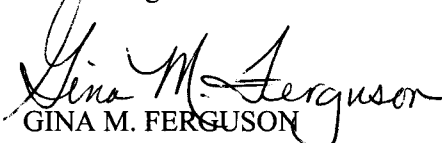
ATZJ-VSB-SD

27 October 2006

MEMORANDUM FOR RECORD

SUBJECT: Policy # 9 - **Physical Training**

1. Physical training is an essential element of staying fit. This policy letter outlines the physical training standards expected of the U.S. Army Student Detachment.
2. My goal for the **Company APFT Average is 260.**
3. USASD Permanent Party:
 - a. Physical training is conducted daily Monday -Friday from 0600 – 0700 hours.
 - b. Unless otherwise specified, the first duty/accountability formation is held at 0550 hours.
 - c. The 1SG will direct the uniform of the day for PT. The uniform is the Army black shorts and gray T-shirt, unless otherwise specified. The PT jacket, sweatpants, black wool cap, and gloves are worn as seasonal items.
4. USASD Students:
 - a. Maintaining individual physical fitness is the responsibility of the Soldier.
 - b. Students must submit a PT card bi-annually to the student detachment.
 - c. The Senior Liaison Officers or Senior Army Advisors will conduct the PT test and weigh-ins for their schools. If a student has no senior officer, then they must conduct a PT test to the best of their ability and with the highest degree of integrity.
5. It is the primary responsibility of the Operations Sergeant to ensure that all Soldiers of USASD meet and maintain the physical fitness standards set by the Army and TRADOC.
6. Personnel that fail an APFT are automatically flagged and enrolled in a special fitness program appropriate for the individual.
7. Personnel that do not meet the height/weight standards must first visit a nutritionist. Upon determination that the soldier is not overweight due to a medical condition, the soldier will be flagged and enrolled in the Army Weight Control Program IAW AR 600-9.
8. All Soldiers should report to their next duty station in satisfactory physical condition, able to pass the APFT, and within height/weight standards IAW AR 600-9.
9. The point of contact for this memorandum is the undersigned at 803-751-5305.


GINA M. FERGUSON
CPT, SC
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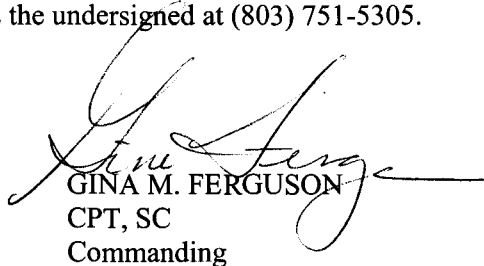
ATZJ-VSB-SD

27 October 2006

MEMORANDUM FOR RECORD

SUBJECT: Policy #13 – **Special Emphasis/P. T. Enhancement Program**

1. All personnel within the USASD that fail to meet the Standards IAW AR 600-9 will be placed in the program until standards are met or deemed necessary by the commander. At a minimum you will remain in the program for a period of 45 days. You will also be subjected to a monthly weigh-in where your progress will be annotated.
2. All personnel within the USASD that fail the Army Physical Fitness Test (APFT), with less than 60% in each event or fail to take an APFT within six months of their last APFT will be placed on the program until standards are met or deemed necessary by the commander. At a minimum you will remain in the program for a period of 45 days. Prior to taking a record APFT you must take a diagnostic APFT to mark your progress. After 90 days in the program you must take a record APFT.
3. The Special Emphasis/P.T. Enhancement Program will be conducted Monday-Friday, 1600-1700 hours. The program will be supervised by an NCO within the detachment and the location will be determined based on the weather. Prior to conducting PT the instructor will notify you of the location and uniform.
4. The program will be an all encompassing program. It will be designed to target your specific weakness at least two of the five days, but it will be a total body workout for the remaining three days. Personnel will be authorized three excused absences per month, for medical and other emergencies. Exemptions and/or excuses must be authorized by the Commander or First Sergeant.
5. Soldiers in the Army Weight Control Program will have their Height/Weight measured prior to pass or leave departure.
6. Point of contact for this memorandum is the undersigned at (803) 751-5305.


GINA M. FERGUSON
CPT, SC
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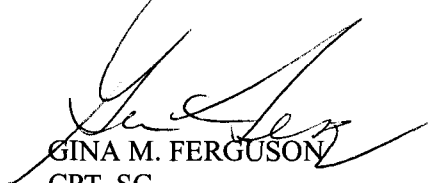
ATZJ-VSB-SD

27 October 2006

MEMORANDUM FOR RECORD

SUBJECT: Policy # 14 – Uniform Policy for United States Army Student Detachment Personnel
Attending Civilian or Military Colleges/Universities and Staff Schools of other services

1. Due to limited funds, the Student Detachment will be unable to issue the unit insignia or the unit patch. Because of this constraint, it is highly recommended that you wear the unit insignia, beret, and patch from your last duty station. Personnel requiring DA Photos in preparation for promotion boards are advise to acquire the appropriate unit patch and insignia as stated on the Officer Record Brief.
2. If you prefer to wear the unit patch (TRADOC) and unit crest (Victory Starts Here) of USASD permanent party personnel you can do so at your own expense by contacting the catalog service at Fort Sam Houston at 1-800-527-2345.
3. Point of contact for this memorandum is the undersigned at (803) 751-5305.


GINA M. FERGUSON
CPT, SC
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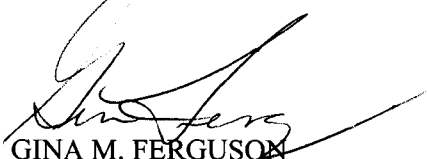
ATZJ-VSB-SD

27 October 2006

MEMORANDUM FOR All Assigned and Attached Personnel

SUBJECT: Policy Memorandum # 17 – **Privately Owned Weapons**

1. As commander, it is my responsibility to ensure that privately owned arms and ammunitions (including authorized war trophies) are protected. All privately owned weapons (rifles, pistols, etc) and ammunition purchased or received by USASD personnel will be stored in accordance with AR 190-11, Para 4-5a and local regulations/laws.
2. All USASD personnel keeping or storing privately owned arms and ammunition (including authorized war trophies) on Fort Jackson will properly register and store them in the appropriate location. Coordinate with the First Sergeant to arrange for the proper storage of all weapons and/or ammunition.
3. Point of contact for this memorandum is the undersigned at (803) 751-5305.


GINA M. FERGUSON
CPT, SC
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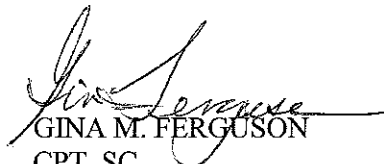
ATZJ-VSB-SD

08 March 2007

MEMORANDUM FOR All Assigned and Attached Personnel

SUBJECT: Policy Memorandum # 18 – **Gainful Employment**

1. Gainful employment is a temporary duty assignment granted to students transitioning from one training program to another, but for no more than 60 days in length.
2. The nature of Gainful Employment is to address the needs of students that transition from one training program to another. Students that request this duty must be transitioning from one USASD-sponsored program to another USASD-sponsored program, meaning the students parent organization must remain with the USASD. Requests that do not fall within these parameters are evaluated on a case-by-case basis but not normally approved.
3. Requests for Gainful Employment must be received at USASD no later than 15 days prior to the requested start date of employment.
4. A student will not initiate gainful employment until a signed memorandum of approval is received from USASD Commander. Those that begin gainful employment without receiving an approval will be required to initiate a DA 31 immediately.
5. The point of contact for this memorandum is the undersigned at (803) 751-5305.


GINA M. FERGUSON
CPT, SC
Commanding



DEPARTMENT OF THE ARMY
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UNITED STATES ARMY STUDENT DETACHMENT
VICTORY SUPPORT BATTALION
4340 MAGRUDER AVENUE
FORT JACKSON, SC 29207

ATZJ-VSB-SD

26 OCT 06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: **Policy Letter #19** - Prevention of Sexual Harassment (POSH)

1. References:

- a. AR 690-12, Equal Employment Opportunity and Affirmative Action
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints
- c. AR 600-20, Army Command Policy.

2. The policy of the U.S. Army Student Detachment is that sexual harassment is unacceptable and will not be condoned or tolerated. USASD has zero tolerance for sexual harassment in the workplace.

3. By law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature which is used as a basis for career or employment decisions or when it results in a working environment that is hostile, offensive or intimidating, or so negative that it affects a Soldier or employee's ability to do his or her job. Individuals engaging in or conducting sexual harassment will be disciplined under the Uniform Code of Military Justice (UCMJ).

4. Supervisors and leaders who condone or use sexual behavior to control, influence, or affect the career, pay, or job of an employee, is engaging in sexual harassment. Similarly, a supervisor, co-worker, or customer who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment. Complaints of sexual harassment are to be reported immediately.

5. Soldiers and civilians who have been sexually harassed have an obligation to make it clear that such behavior is unwelcome and offensive. This Command expects the commitment of each individual to establish and maintain a work environment free of sexual harassment for all personnel, whether civilian or military. Everyone must do what is right legally and morally – every day.

SUBJECT: Policy Letter - Prevention of Sexual Harassment (POSH)

6. Proactive efforts are needed to prevent sexual harassment. In accordance with Army regulations and policy, all permanent party will attend and successfully complete required training in POSH. It is the responsibility of all leaders, military and civilian, to examine allegations of sexual harassment and take necessary action to ensure that these matters are addressed swiftly, fairly, and effectively.

7. The commitment of all USASD military and civilians to prevent sexual harassment and all forms of sexual discrimination will ensure that this Command maintains the highest level of professional behavior and courtesy that marks USASD's commitment to excellence.


GINA M. FERGUSON
CPT, SC
Commanding



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
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3330 MACGRUDER AVENUE
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AZTJ-VSB-SD

26 OCT 06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: **Policy Letter #20** – Consideration of Others (C02)

1. The effectiveness of an organization's staff is largely dependent upon the interactions and relationships of its members. The C02 policy is a tool to assist in assessing the needs of USASD Students and permanent party and to improve the organizational climate. It is the policy of USASD to convey the importance of C02 as a vehicle for creating, maintaining and sustaining an environment of respect and dignity.
2. While the USASD Equal Opportunity Office is the proponent for implementing the C02 program within the company, it is a Commander's program that includes all assigned military and civilian personnel. C02 is comprised of education, and proactive and preventative measures. All permanent party military and civilian personnel will attend annual training. The USASD Commander may increase the frequency of C02 sessions as needed.
3. The success of this program depends on leader commitment at all levels. By supporting the use of proper C02, USASD can positively influence student support and Soldier readiness and the human relations climate of individual Soldiers and civilians.
4. Respect your coworkers, celebrate diversity, encourage unity, and care for one another. Make it a USASD priority!


GINA M. FERGUSON
CPT, SC
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